



DEPARTMENT OF THE ARMY
HEADQUARTERS, 442D SIGNAL BATTALION
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB

6 October 2015

SUBJECT: Additional Duty Appointment

1. Effective 6 October 2015, the following individuals are assigned the duties and responsibilities within the 442d Signal Battalion:
 - a. Battalion Retention NCO (Primary) – SFC Jason P. Doyon
 - b. Battalion Retention NCO (Alternate) – SSG Michael S. Pichette
2. Authority: 601-280
3. Purpose: Serve as the 442d Retention NCO responsible for administering daily operations of the commander's retention program IAW AR 601-280. Additionally, the unit retention NCO duties include, but are not limited to, updating the Commander and Command Sergeant Major on readiness posture of the organization's Army Retention Program; ensure completion of all required tasks, functions, duties, and program compliance with HQDA and higher headquarters guidance; maintain mission projections, identify potentially detrimental trends and/or retention mission shortfalls; exercise operational supervision and training over subordinate unit reenlistment programs and personnel; prepare, plan, conduct all reenlistments, extensions, and immediate reenlistment prohibition codes (ERUP) in a timely manner with submission of all necessary documents.
4. Period: For a minimum of one year or until officially relieved or released from appointment.
5. Special Instructions:
 - a. Report directly to the Battalion Executive Officer and advise the Commander on the status of unit Retention Program.
 - b. Will be exempt from duty rosters IAW cited regulations.
 - c. Complete required training IAW cited regulations.
 - d. Principles staff officer and section chiefs will oversee the Retention NCO duties, responsibilities, and special projects. In the event an appointed individual is unable to complete the assigned additional duty, section chiefs will designate replacement(s). All Retention Program materials (continuity binders, training material, inspections, certificates, etc.) will remain with the unit after the appointed Retention NCO has been officially relieved.

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e. Your NCOER support form will reflect the additional duties, responsibilities, and special projects assigned and completed.

6. This memorandum supersedes all previous appointments.

//ORIGINAL SIGNED//
ERIC A. ANDERSON
LTC, SC
Commanding

DISTRIBUTION:

1-Individual Concerned

1-Cdr, HQ/A Co, 442d Sig Bn

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